Train

User Manual

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The text of this manual is subject to change without notice. The current version of the manual is available from the Train documentation page: www.lmp.co.uk/train_docs.html

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Part I

1 Getting Started

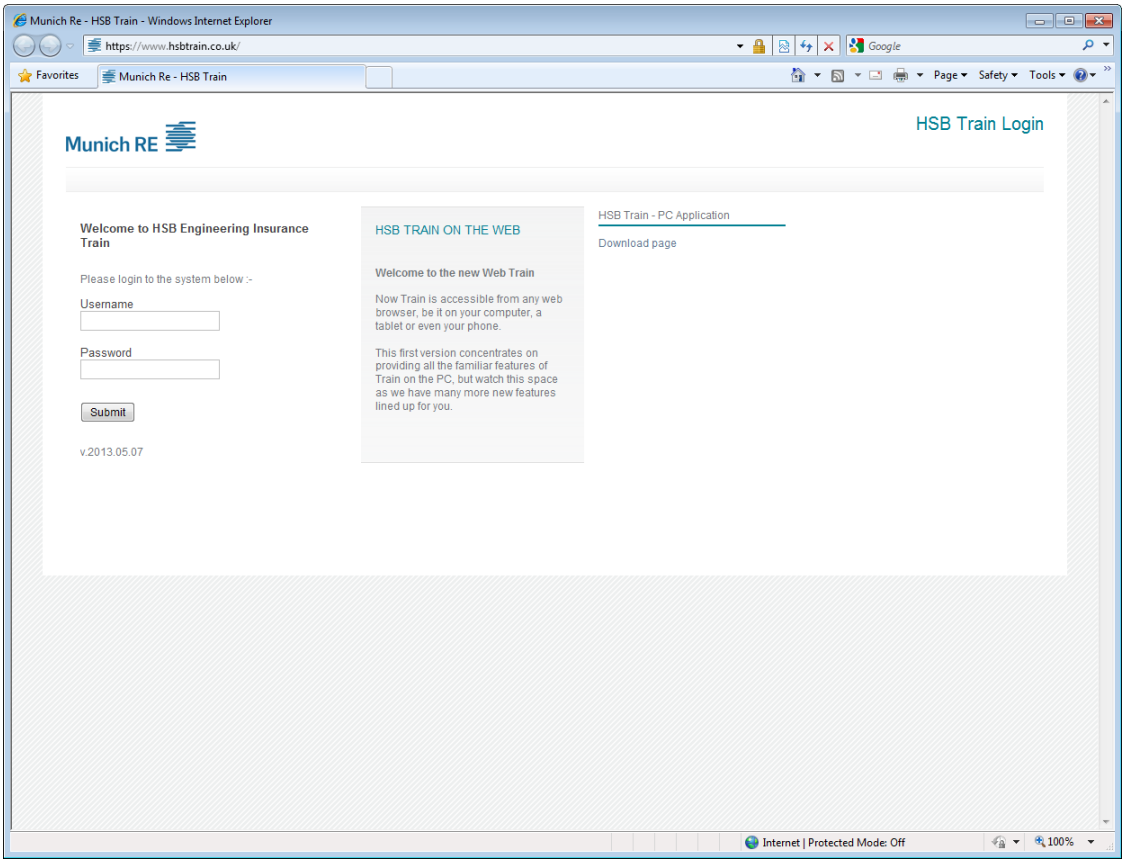
1.1 Logging On

Train is accessed via: https://www.hsbtrain.co.uk/.

Train requires a Username and Password to be entered before access is allowed. This is to:

- ensure that the correct data is made available to individual users,
- protect the integrity of data stored, and
- ensure that the correct security settings are applied to prevent misuse of the system.

Logon Screen


Munich Re - HSB Train - Windows Internet Explorer
https://www.hsbtrain.co.uk/
Favorites
Munich Re - HSB Train
Page
Safety
Tools
Munich RE
HSB Train Login
Welcome to HSB Engineering Insurance Train
Please login to the system below :-
Username
Password
Submit
v.2013.05.07
HSB TRAIN ON THE WEB
Welcome to the new Web Train
Now Train is accessible from any web browser, be it on your computer, a tablet or even your phone.
This first version concentrates on providing all the familiar features of Train on the PC, but watch this space as we have many more new features lined up for you.
HSB Train - PC Application
Download page
Internet | Protected Mode: Off
100%

1. Enter the login name and password (as provided by LMP or the System Administrator) into the appropriate boxes.
2. Click **SUBMIT**.

NOTE: Usernames and passwords within Train are not case sensitive – "M.BROWN", "M.Brown", and "m.brown" are all valid. However, the use of punctuation, or spaces between characters, is relevant and where applicable should be maintained.

1.2 Exiting Train

To exit Train and close the program, either:

- Click Logout on the Menu Bar, or
- Click the cross in the top right hand corner of the screen.

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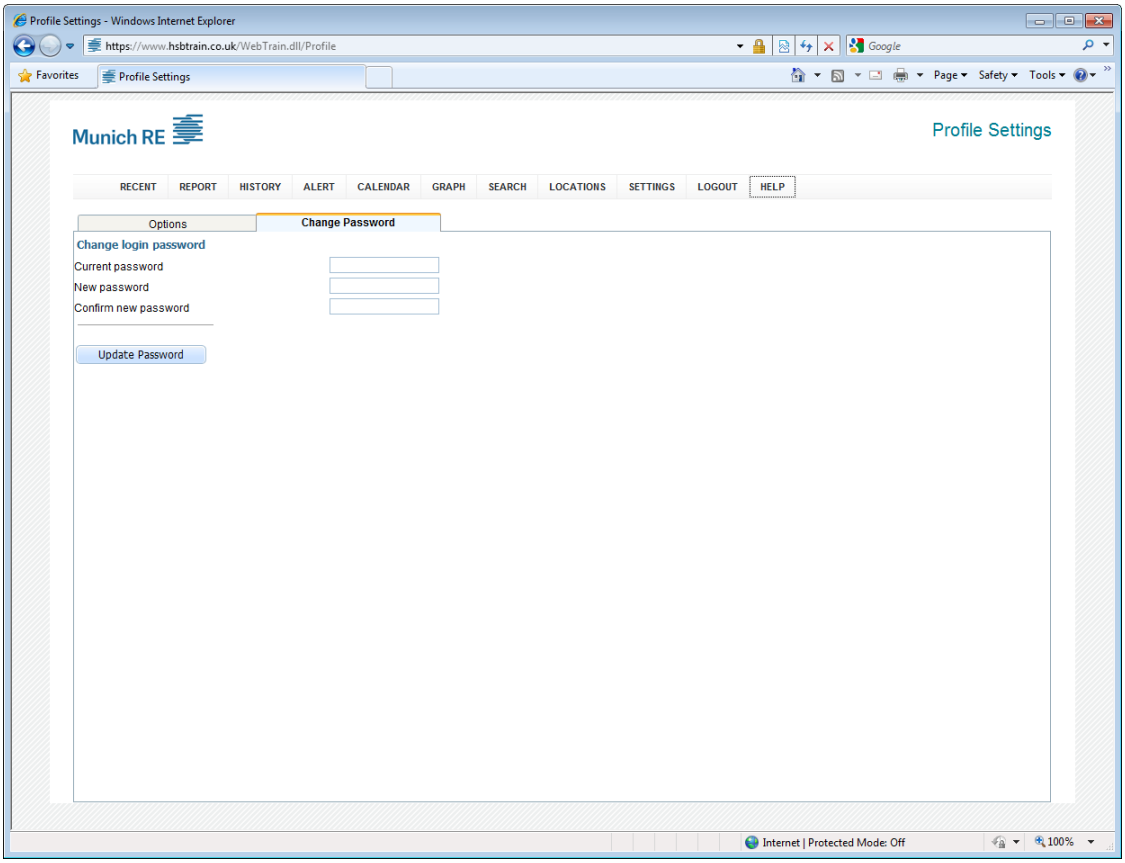
1.3 Help

Context-sensitive help is available on every screen within Train. Click **Help?** on the Menu Bar to open a help page containing information relevant to the currently viewed screen.

1.4 Change Password

To change a password:

1. Select **Settings** from the Menu Bar and move to the **Change Password** tab:



2. Input the current password into the **Current password** box.
3. Input the new password into the **New password** and **Confirm new password** boxes.
4. Click **Update Password**. (HINT: If the current password was input incorrectly or the two instances of the new password do not match an error message will display. Overtype the incorrect entry and click Updated Password again).

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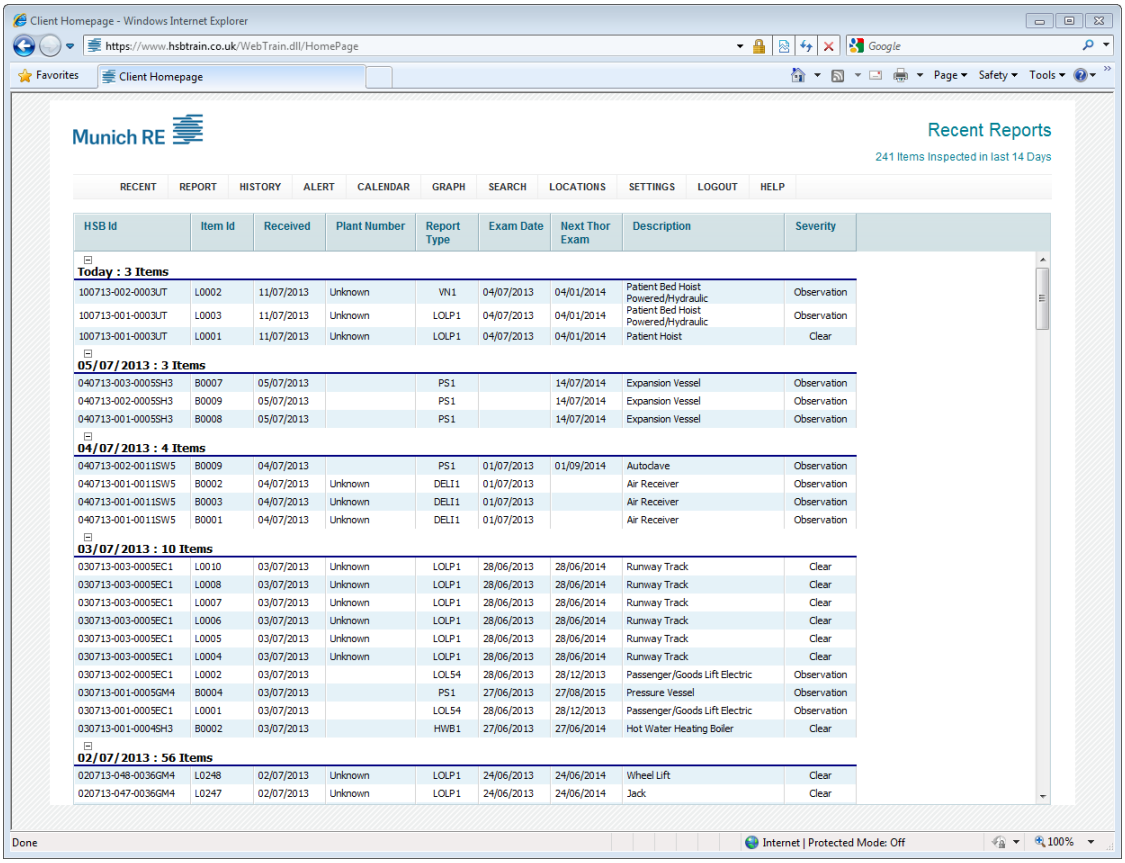
1.5 Recent

After logging in, Train will open onto the "Recent" screen:



HSB Id	Item Id	Received	Plant Number	Report Type	Exam Date	Next Thor Exam	Description	Severity
Today : 3 Items								
100713-002-0003UT	L0002	11/07/2013	Unknown	VN1	04/07/2013	04/01/2014	Patient Bed Hoist Powered/Hydraulic	Observation
100713-001-0003UT	L0003	11/07/2013	Unknown	LOLP1	04/07/2013	04/01/2014	Patient Bed Hoist Powered/Hydraulic	Observation
100713-001-0003UT	L0001	11/07/2013	Unknown	LOLP1	04/07/2013	04/01/2014	Patient Hoist	Clear
05/07/2013 : 3 Items								
040713-003-0005SH3	B0007	05/07/2013		PS1		14/07/2014	Expansion Vessel	Observation
040713-002-0005SH3	B0009	05/07/2013		PS1		14/07/2014	Expansion Vessel	Observation
040713-001-0005SH3	B0008	05/07/2013		PS1		14/07/2014	Expansion Vessel	Observation
04/07/2013 : 4 Items								
040713-002-0011SW5	B0009	04/07/2013		PS1	01/07/2013	01/09/2014	Autoclave	Observation
040713-001-0011SW5	B0002	04/07/2013	Unknown	DELI1	01/07/2013		Air Receiver	Observation
040713-001-0011SW5	B0003	04/07/2013	Unknown	DELI1	01/07/2013		Air Receiver	Observation
040713-001-0011SW5	B0001	04/07/2013	Unknown	DELI1	01/07/2013		Air Receiver	Observation
03/07/2013 : 10 Items								
030713-003-0005EC1	L0010	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-003-0005EC1	L0008	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-003-0005EC1	L0007	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-003-0005EC1	L0006	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-003-0005EC1	L0005	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-003-0005EC1	L0004	03/07/2013	Unknown	LOLP1	28/06/2013	28/06/2014	Runway Track	Clear
030713-002-0005EC1	L0002	03/07/2013		LOL54	28/06/2013	28/12/2013	Passenger/Goods Lift Electric	Observation
030713-001-0005GM4	B0004	03/07/2013		PS1	27/06/2013	27/08/2015	Pressure Vessel	Observation
030713-001-0005EC1	L0001	03/07/2013		LOL54	28/06/2013	28/12/2013	Passenger/Goods Lift Electric	Observation
030713-001-0004SH3	B0002	03/07/2013		HWB1	27/06/2013	27/06/2014	Hot Water Heating Boiler	Clear
02/07/2013 : 56 Items								
020713-048-0036GM4	L0248	02/07/2013	Unknown	LOLP1	24/06/2013	24/06/2014	Wheel Lift	Clear
020713-047-0036GM4	L0247	02/07/2013	Unknown	LOLP1	24/06/2013	24/06/2014	Jack	Clear

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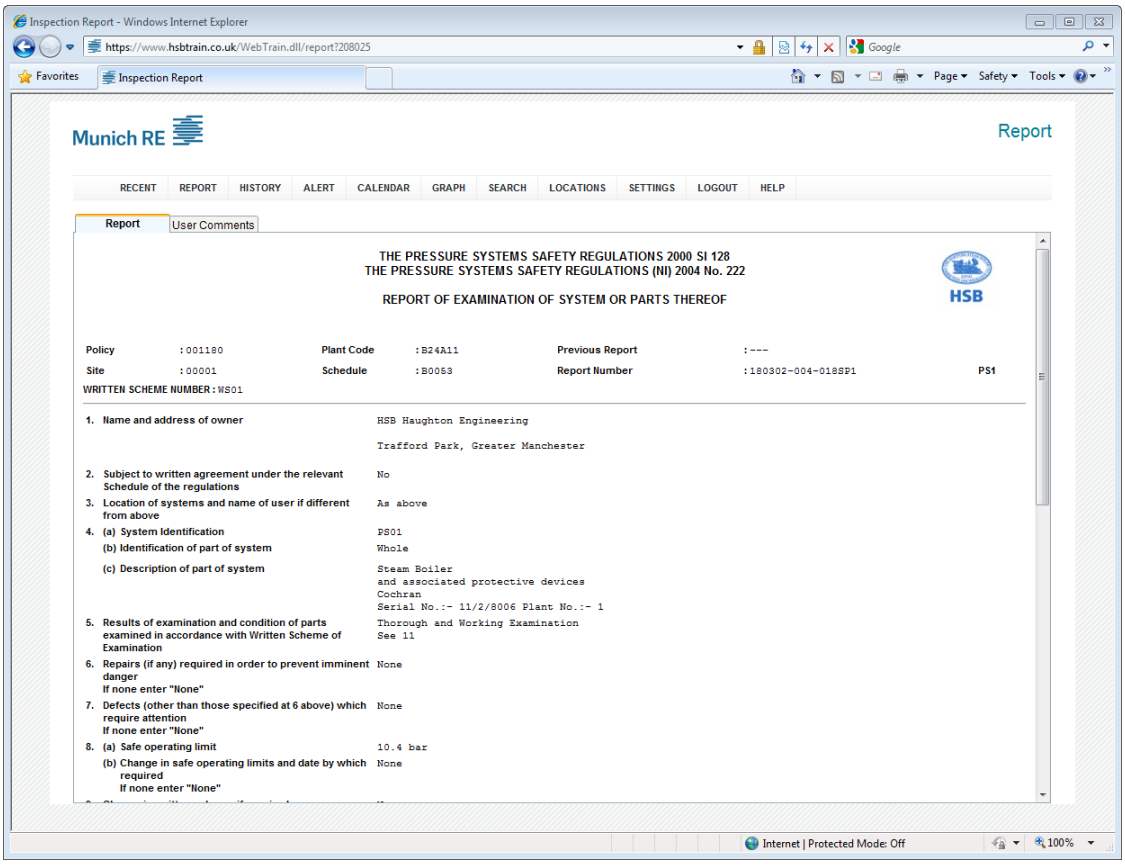
To view a report, double click on the appropriate summary details:


Inspection Report - Windows Internet Explorer
https://www.hsbtrain.co.uk/WebTrain.dll/report?208025
Inspection Report
Munich RE
Report
RECENT REPORT HISTORY ALERT CALENDAR GRAPH SEARCH LOCATIONS SETTINGS LOGOUT HELP
Report
User Comments
THE PRESSURE SYSTEMS SAFETY REGULATIONS 2000 SI 128
THE PRESSURE SYSTEMS SAFETY REGULATIONS (NI) 2004 No. 222
REPORT OF EXAMINATION OF SYSTEM OR PARTS THEREOF
HSB
Policy :001180 Plant Code :B24A11 Previous Report :---
Site :00001 Schedule :B0053 Report Number :180302-004-018SP1 PS1
WRITTEN SCHEME NUMBER : WS01
1. Name and address of owner HSB Haughton Engineering
Trafford Park, Greater Manchester
2. Subject to written agreement under the relevant Schedule of the regulations No
3. Location of systems and name of user if different from above As above
4. (a) System Identification PS01
(b) Identification of part of system Whole
(c) Description of part of system Steam Boiler
and associated protective devices
Cochran
Serial No.:- 11/2/8006 Plant No.:- 1
5. Results of examination and condition of parts examined in accordance with Written Scheme of Examination Thorough and Working Examination
See 11
6. Repairs (if any) required in order to prevent imminent danger
If none enter "None" None
7. Defects (other than those specified at 6 above) which require attention
If none enter "None" None
8. (a) Safe operating limit 10.4 bar
(b) Change in safe operating limits and date by which required
If none enter "None" None
Internet | Protected Mode: Off
100%

Once the report has been viewed, click Recent or the web browser back button to the Recent screen.

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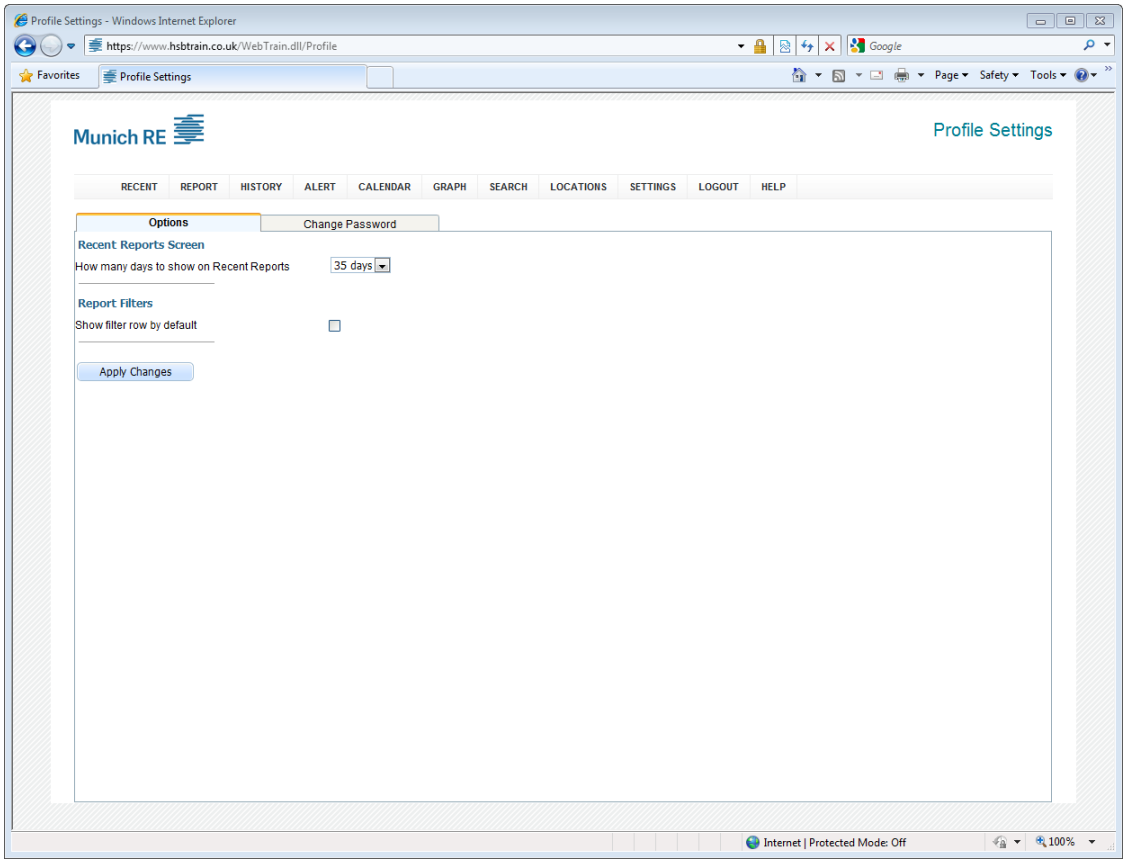
By default, the Recent screen displays a list of reports received within the last 14 days. This time-frame can be changed to 1, 5, 7, 14, 21, 28 or 35 days:

1. Select Settings from the Menu Bar:

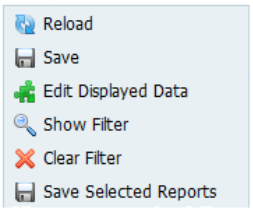


2. Choose the required number of days from the **Recent Reports Screen** drop-down box.
3. Click Apply Changes.

Return to the Recent screen. This will now have updated to reflect the change made.

Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.

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3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
4. Click **Save**.

Edit Displayed Data

Edit Displayed Data allows the customisation of information presented on the report listing.

To add fields to a view:

1. Right-click in the Data Area.
2. Select "Edit Displayed Data" from the subsequent menu.
3. The Customize Columns box will open. Fields already visible on the screen are indicated by a tick in the 'Visible' column.
4. Place/remove ticks against the field names as required.
5. Close the Customize Columns box (click the cross in the top right hand corner) to apply the changes.

Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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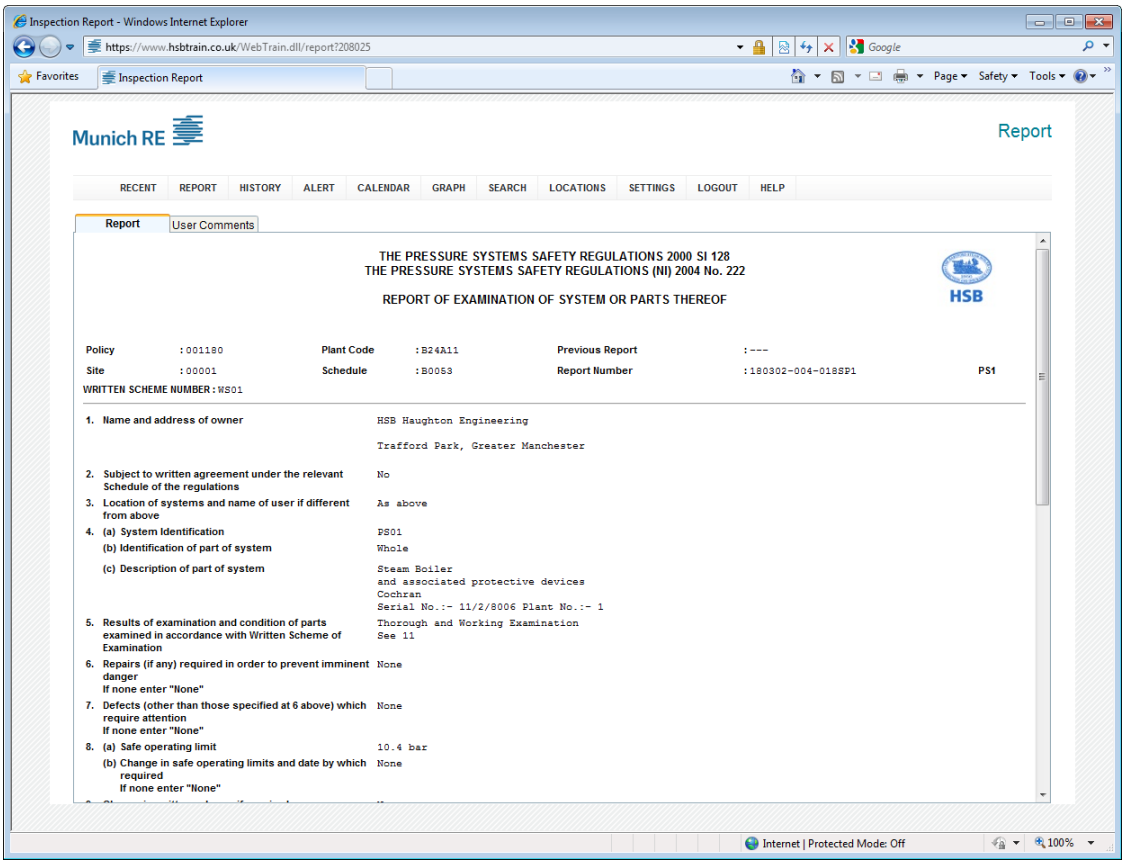
Part II

2 Report

To view a report, either double-click on the appropriate report details in the data area of the screen or highlight a report and click "Report" on the Menu Bar. The selected report will be displayed in a similar format to a paper version:


Inspection Report - Windows Internet Explorer
https://www.hsbtrain.co.uk/WebTrain.dll/report?208025
Inspection Report
Munich RE
Report
RECENT REPORT HISTORY ALERT CALENDAR GRAPH SEARCH LOCATIONS SETTINGS LOGOUT HELP
Report
User Comments
THE PRESSURE SYSTEMS SAFETY REGULATIONS 2000 SI 128
THE PRESSURE SYSTEMS SAFETY REGULATIONS (NI) 2004 No. 222
REPORT OF EXAMINATION OF SYSTEM OR PARTS THEREOF
HSB
Policy :001180 Plant Code :B24A11 Previous Report :---
Site :00001 Schedule :B0053 Report Number :180302-004-018SP1 PS1
WRITTEN SCHEME NUMBER : WS01
1. Name and address of owner HSB Haughton Engineering
Trafford Park, Greater Manchester
2. Subject to written agreement under the relevant Schedule of the regulations No
3. Location of systems and name of user if different from above As above
4. (a) System Identification PS01
(b) Identification of part of system Whole
(c) Description of part of system Steam Boiler
and associated protective devices
Cochran
Serial No.:- 11/2/8006 Plant No.:- 1
5. Results of examination and condition of parts examined in accordance with Written Scheme of Examination Thorough and Working Examination
See 11
6. Repairs (if any) required in order to prevent imminent danger
If none enter "None" None
7. Defects (other than those specified at 6 above) which require attention
If none enter "None" None
8. (a) Safe operating limit 10.4 bar
(b) Change in safe operating limits and date by which required
If none enter "None" None
Internet | Protected Mode: Off
100%

Normally, the entire report will not fit onto the screen, so a scroll bar at the right hand edge allows a view of the whole report to be obtained through scrolling up or down.

Printing, Emailing or Saving a report

Use the normal controls within your PDF viewer to print, email or save a copy of the report.

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2.1 User Comments

The User Comments tab offers additional report viewing/downloading options as well as the facility to record information against the report.

Open Report Window

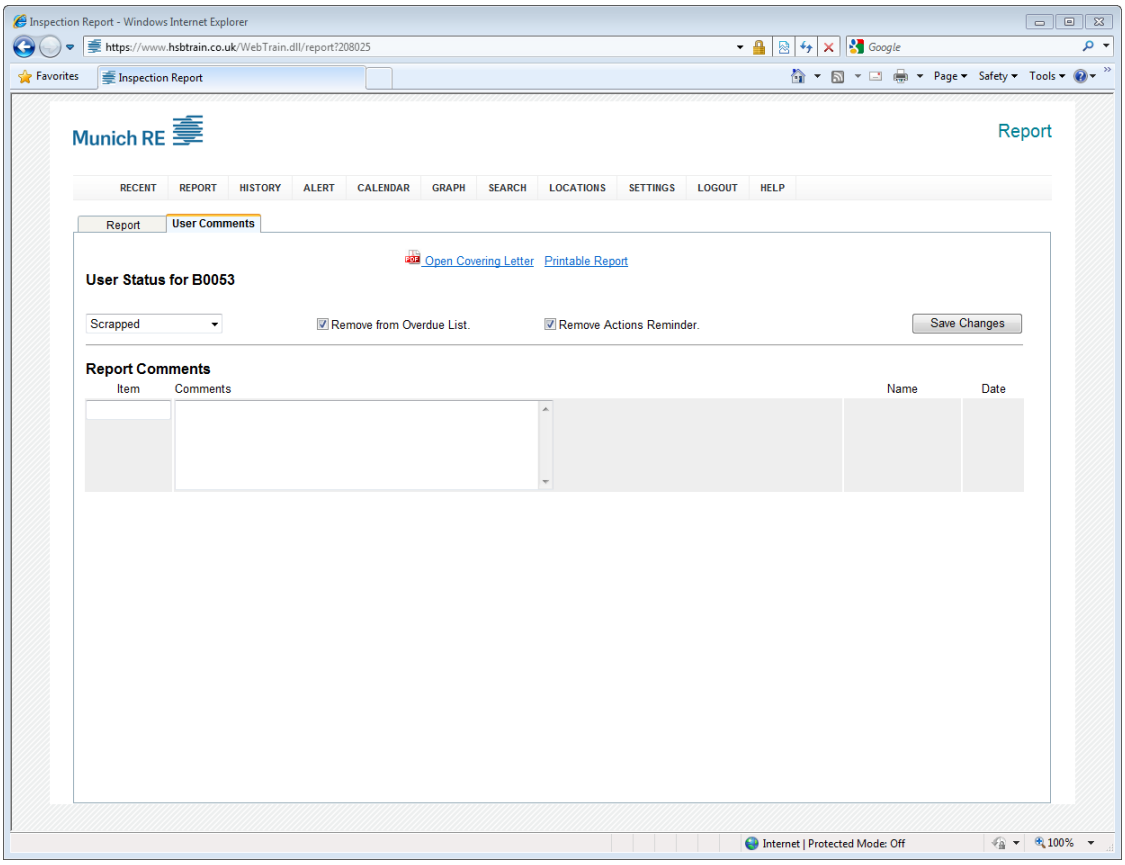
The Open Report Window option will force the report to display in a PDF viewer outside Train.

Download Report

Download Report allows the report to be saved to the local computer. Once saved, the report can be emailed from the saved location.

User Comments

Uniquely, electronic reporting offers a User Comments section as a separate tab. This enables the tracking of actions performed as a result of the report, a User Status to be added, and also allows the action and overdue reminders for a particular report to be cleared:



Available actions:

Field Name	Action	Result
User Status	Select from the drop-down list	The status selected will be stored against the current report.
Remove from Overdue List	Single click	Once selected, the current report will no longer appear on the "Overdue Inspection" list of the Alert screen.
Remove Actions	Single click	Once selected the current report will no longer appear on the

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Reminder		"Outstanding Defects" list of the Alert screen.
User Comments	Text entry	Click into the box under "User Comments" and input the required text. Information input here will be stored against the current report.

Save Changes

Click the **Save Changes** button to store any changes against the current report.

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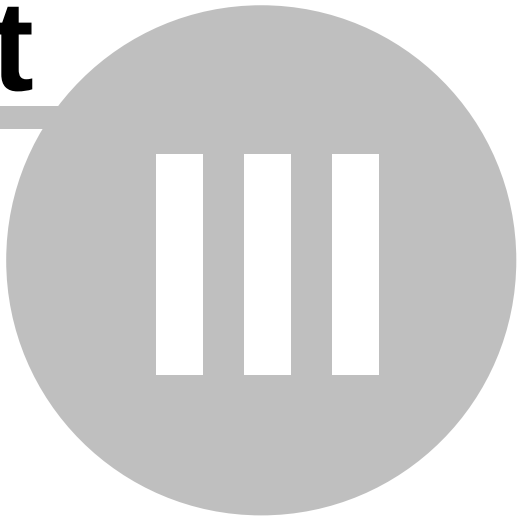
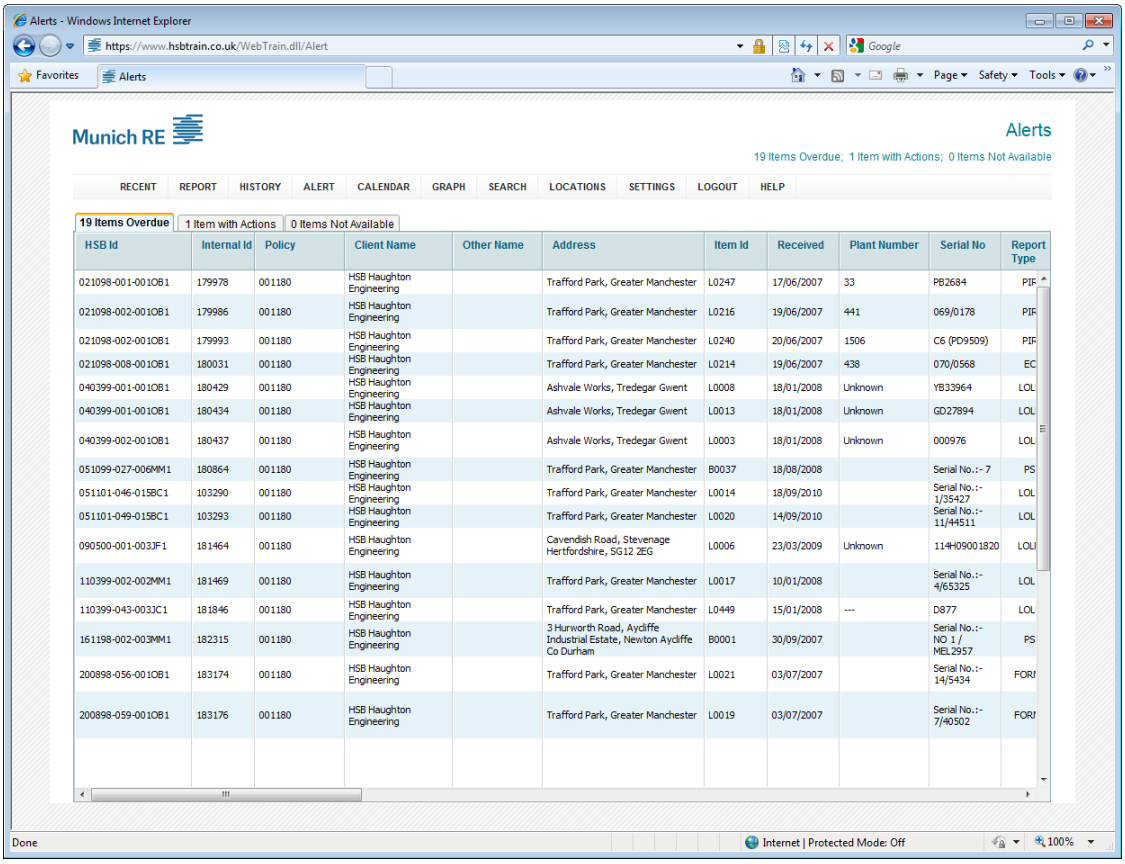
Part



3 Alert

Choose Alert on the Menu Bar to open the Alert screen. Alert offers an overview, via three tabs, of reports of inspections which:

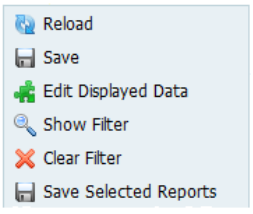
- have overdue reports listed against them are require a more recent inspection report (Items Overdue)
- require remedial action by the owner/user of the plant (Items with Actions)
- could not have an examination carried out (Items Not Available)


Alerts - Windows Internet Explorer
https://www.hsbtrain.co.uk/WebTrain.dll/Alert
Favorites
Alerts
Page
Safety
Tools
Munich RE
Alerts
19 Items Overdue; 1 Item with Actions; 0 Items Not Available
RECENT
REPORT
HISTORY
ALERT
CALENDAR
GRAPH
SEARCH
LOCATIONS
SETTINGS
LOGOUT
HELP
19 Items Overdue
1 Item with Actions
0 Items Not Available
HSB Id
Internal Id
Policy
Client Name
Other Name
Address
Item Id
Received
Plant Number
Serial No
Report Type
021098-001-001OB1 179978 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0247 17/06/2007 33 PB2684 PIF
021098-002-001OB1 179986 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0216 19/06/2007 441 069/0178 PIF
021098-002-001OB1 179993 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0240 20/06/2007 1506 C6 (PD9509) PIF
021098-008-001OB1 180031 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0214 19/06/2007 438 070/0568 EC
040399-001-001OB1 180429 001180 HSB Haughton Engineering Ashvale Works, Tredegar Gwent L0008 18/01/2008 Unknown YB33964 LOL
040399-001-001OB1 180434 001180 HSB Haughton Engineering Ashvale Works, Tredegar Gwent L0013 18/01/2008 Unknown GD27894 LOL
040399-002-001OB1 180437 001180 HSB Haughton Engineering Ashvale Works, Tredegar Gwent L0003 18/01/2008 Unknown 000976 LOL
051099-027-006MM1 180864 001180 HSB Haughton Engineering Trafford Park, Greater Manchester B0037 18/08/2008 Serial No.:- 7 PS
051101-046-015BC1 103290 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0014 18/09/2010 Serial No.:- 1/35427 LOL
051101-049-015BC1 103293 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0020 14/09/2010 Serial No.:- 11/44511 LOL
090500-001-003JF1 181464 001180 HSB Haughton Engineering Cavendish Road, Stevenage Hertfordshire, SG12 2EG L0006 23/03/2009 Unknown 114H09001820 LOL
110399-002-002MM1 181469 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0017 10/01/2008 Serial No.:- 4/65325 LOL
110399-043-003JC1 181846 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0449 15/01/2008 --- D877 LOL
161198-002-003MM1 182315 001180 HSB Haughton Engineering 3 Hurworth Road, Aycliffe Industrial Estate, Newton Aycliffe Co Durham B0001 30/09/2007 Serial No.:- NO 1 / MEL2957 PS
200898-056-001OB1 183174 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0021 03/07/2007 Serial No.:- 14/5434 FOR
200898-059-001OB1 183176 001180 HSB Haughton Engineering Trafford Park, Greater Manchester L0019 03/07/2007 Serial No.:- 7/40502 FOR
Done
Internet | Protected Mode: Off
100%

By default, the Alert screen opens on the Items Overdue tab.

Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.

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2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
4. Click **Save**.

Edit Displayed Data

Edit Displayed Data allows the customisation of information presented on the report listing.

To add fields to a view:

1. Right-click in the Data Area.
2. Select "Edit Displayed Data" from the subsequent menu.
3. The Customize Columns box will open. Fields already visible on the screen are indicated by a tick in the 'Visible' column.
4. Place/remove ticks against the field names as required.
5. Close the Customize Columns box (click the cross in the top right hand corner) to apply the changes.

Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

3.1 Items Overdue

Details of assets which are overdue for inspection are displayed on the Items Overdue tab.

Clearing Overdue Inspections

Overdue inspections are automatically cleared from the Alert screen when a new report is received. However, where an asset has been scrapped or moth-balled, its details may be removed from the Items Overdue or Items Not Available tabs by amending the User Comments tab on the last received report:

1. Double-click on the required item to view the last received report.
2. Select the User Comments tab at the top of the screen.
3. Click into the "Remove from Overdue List" tick box.
4. Add any necessary detail in the User Comments field.
5. Click the Save Changes button.

3.2 Items with Actions

Repair Threshold

Four levels of repair categorisation are offered by Train. The repair thresholds are:

- Immediate Repairs only - statutory repairs requiring immediate attention
- Immediate and Time Qualified Repairs - as above, plus time-qualified statutory repairs
- Repairs and Defects - as above, plus non time-qualified or non-statutory repairs.
- All Repairs and Observations - as above, plus comments made by the inspector/surveyor.

Outstanding Repairs

Repair information is automatically cleared from the Alert screen when a new report which does not list any repairs is received. Where an asset is repaired following an inspection, it is possible to remove it from the Outstanding Repairs screen:

1. Double-click on the required item to view the last received report.
2. Select the User Comments tab at the top of the screen.
3. Click into the "Remove Actions Reminder" tick box.
4. Add any necessary detail in the User Comments field.

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5. Click the Save Changes button.

3.3 Items Not Available

Reports listed on the Items Not Available tab are reports of non-inspection. Reasons for the non-inspection are detailed within individual reports. Contact details are included within each report in order to rearrange the inspection.

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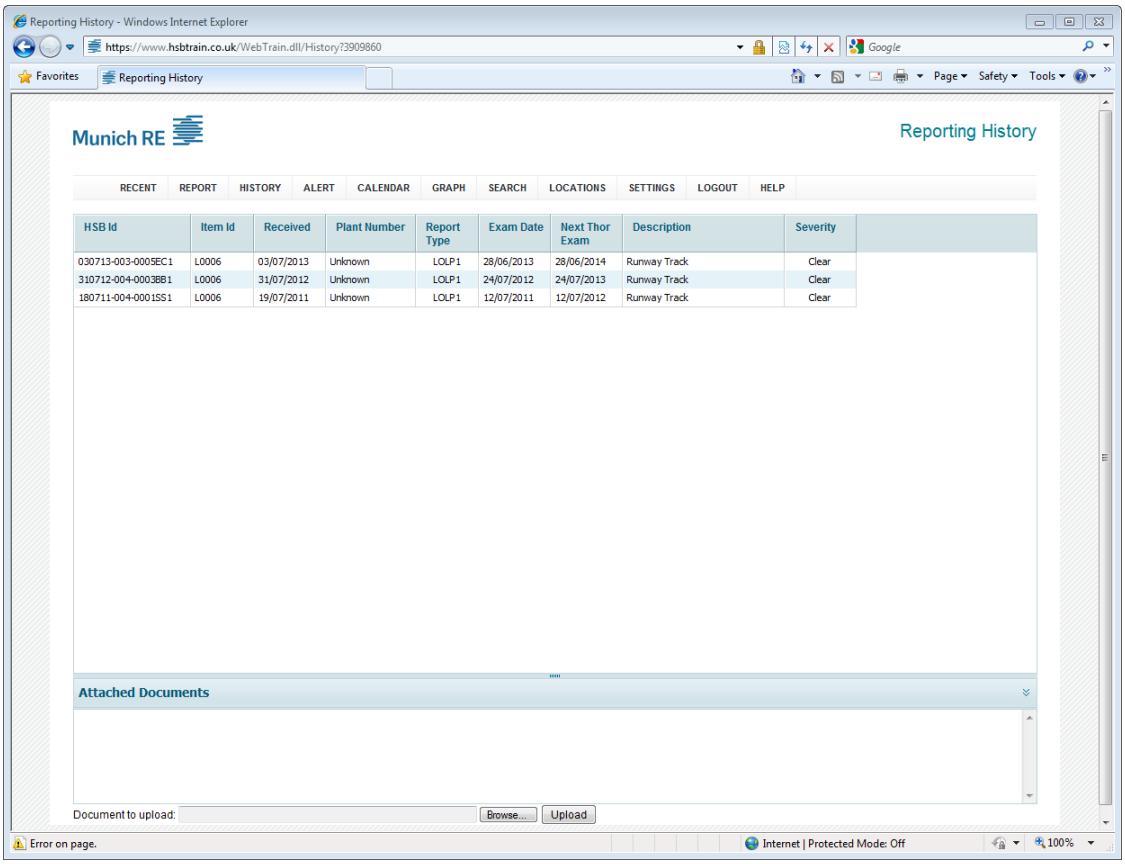
Part IV

4 History

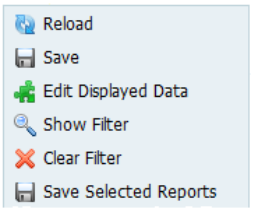
The History screen provides detailed information on a selected item of plant and displays all reports that have been received for the selected item.

HINT: To view the History screen, a report for the relevant item must have been viewed. If a report has not been viewed clicking the History Menu option will have no effect.



Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.

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4. Click **Save**.

Edit Displayed Data

Edit Displayed Data allows the customisation of information presented on the report listing.

To add fields to a view:

1. Right-click in the Data Area.
2. Select "Edit Displayed Data" from the subsequent menu.
3. The Customize Columns box will open. Fields already visible on the screen are indicated by a tick in the 'Visible' column.
4. Place/remove ticks against the field names as required.
5. Close the Customize Columns box (click the cross in the top right hand corner) to apply the changes.

Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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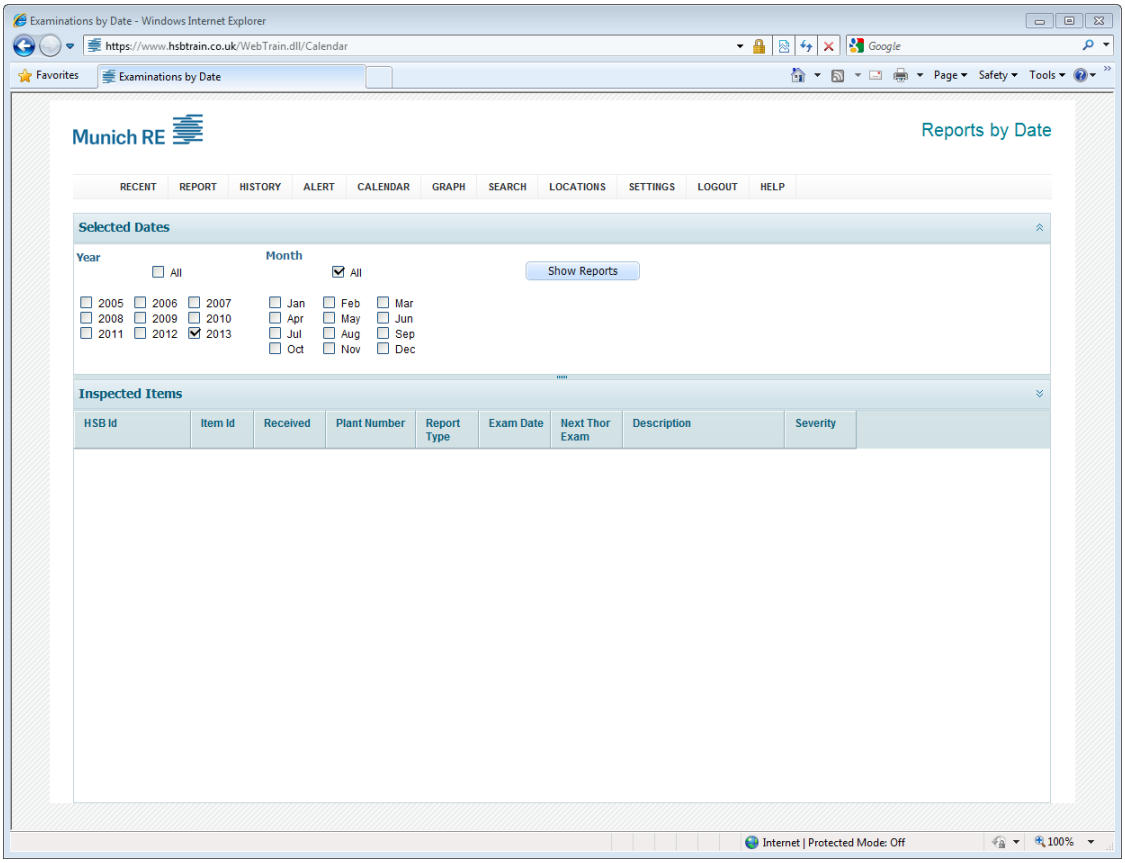
Part V

5 Calendar

The Calendar screen provides details of reports received within selected dates.

The upper portion of the screen allows the selection of a set of dates. This defaults to all inspected items within the current year:



Once Show Reports has been clicked, the lower portion of the screen displays all inspection reports received within the selected dates:

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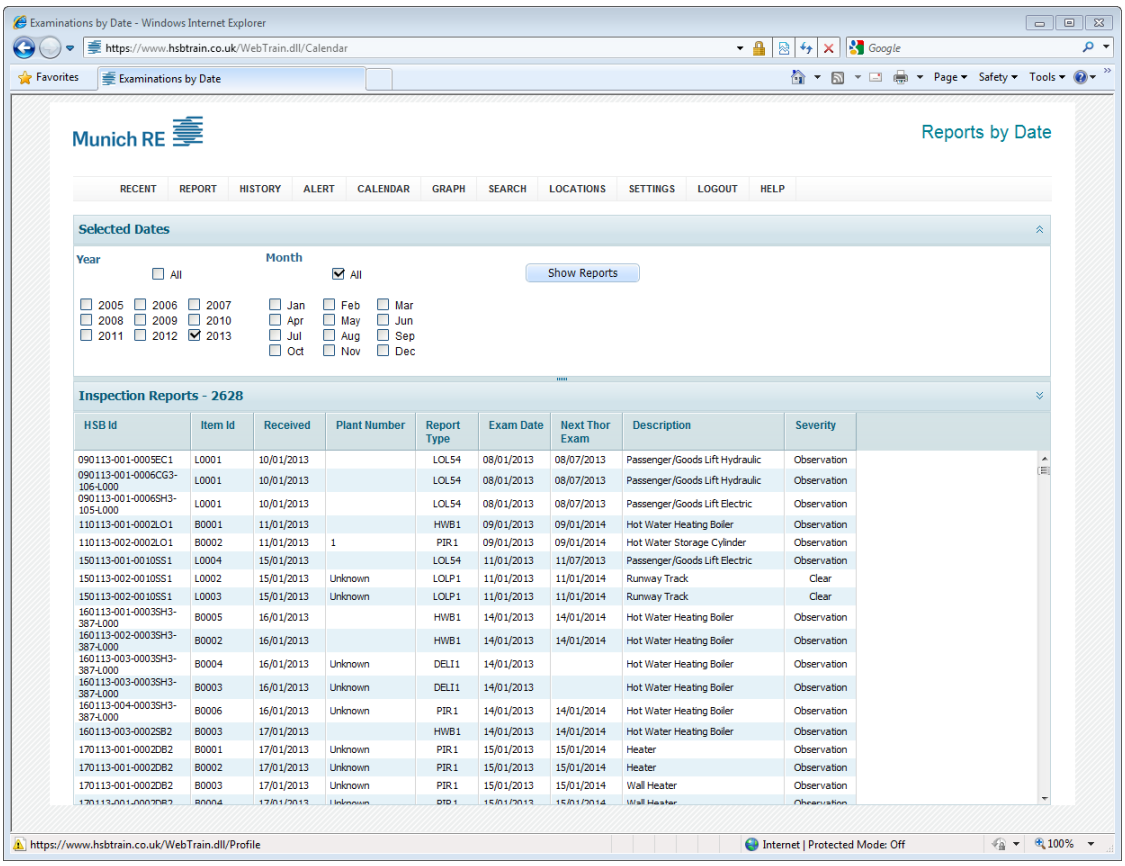
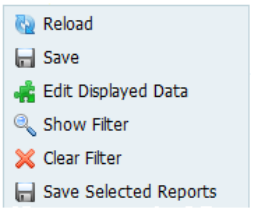


Click on the Year and Month selections to change the view to the required time frame.

Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
4. Click **Save**.

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Edit Displayed Data

Edit Displayed Data allows the customisation of information presented on the report listing.

To add fields to a view:

1. Right-click in the Data Area.
2. Select "Edit Displayed Data" from the subsequent menu.
3. The Customize Columns box will open. Fields already visible on the screen are indicated by a tick in the 'Visible' column.
4. Place/remove ticks against the field names as required.
5. Close the Customize Columns box (click the cross in the top right hand corner) to apply the changes.

Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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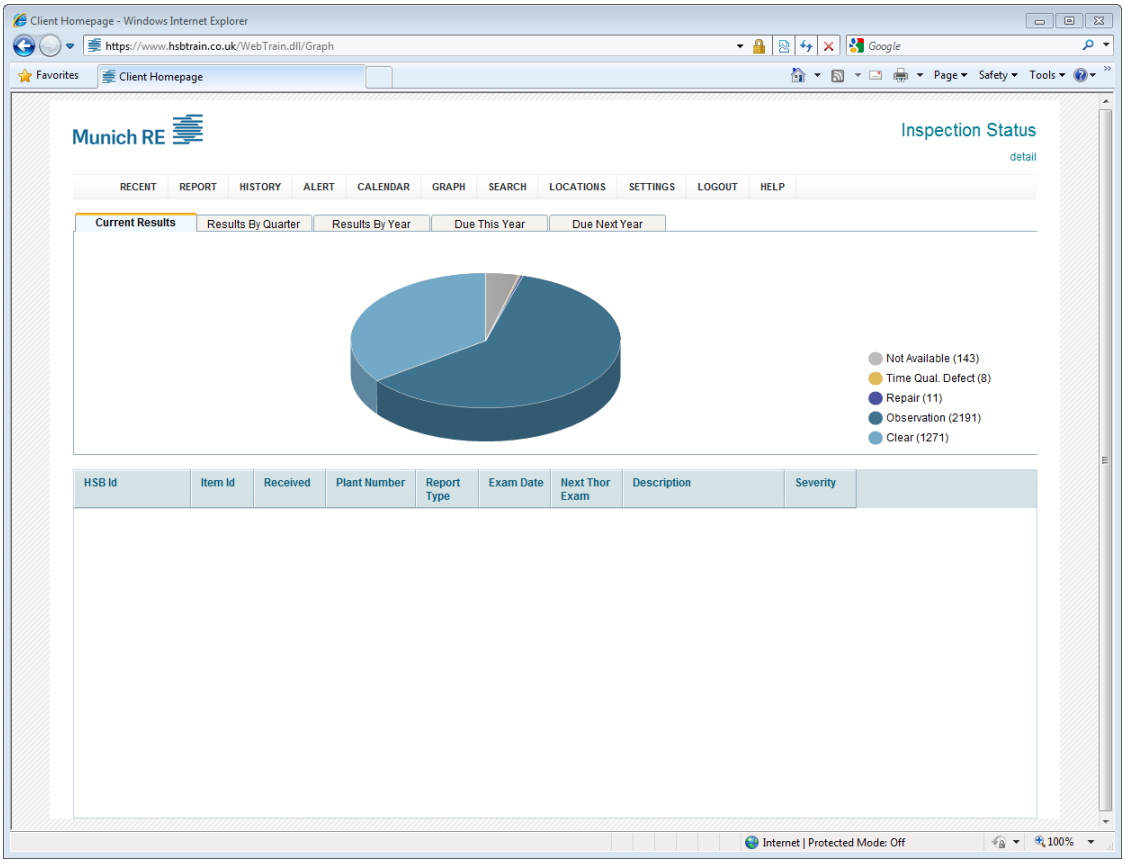
Part VI

6 Graph

Graphical management information is presented on the Graph screen.



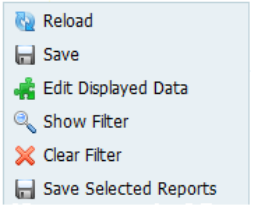
Five tabs are available:

- Current Results - a pie chart showing a breakdown of the result of the last examination of each item of plant with a Legend.
- Results by Quarter - a bar chart with the result of the examinations carried out in each indicated period. (Legend as displayed on Current Results screen). Hover over a bar to see a breakdown of the results.
- Results by Year - a bar chart with the result of the examinations carried out in each indicated period. (Legend as displayed on Current Results screen). Hover over a bar to see a breakdown of the results.
- Due This Year - examinations still to be completed for the current year.
- Due Next Year - examinations with a next inspection date of the next year.

For each tab, click on the relevant section of the graph to display a list of reports meeting the selection.

Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

© 2013 LMP

This option forces the screen to refresh.

© 2013 LMP

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
4. Click **Save**.

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Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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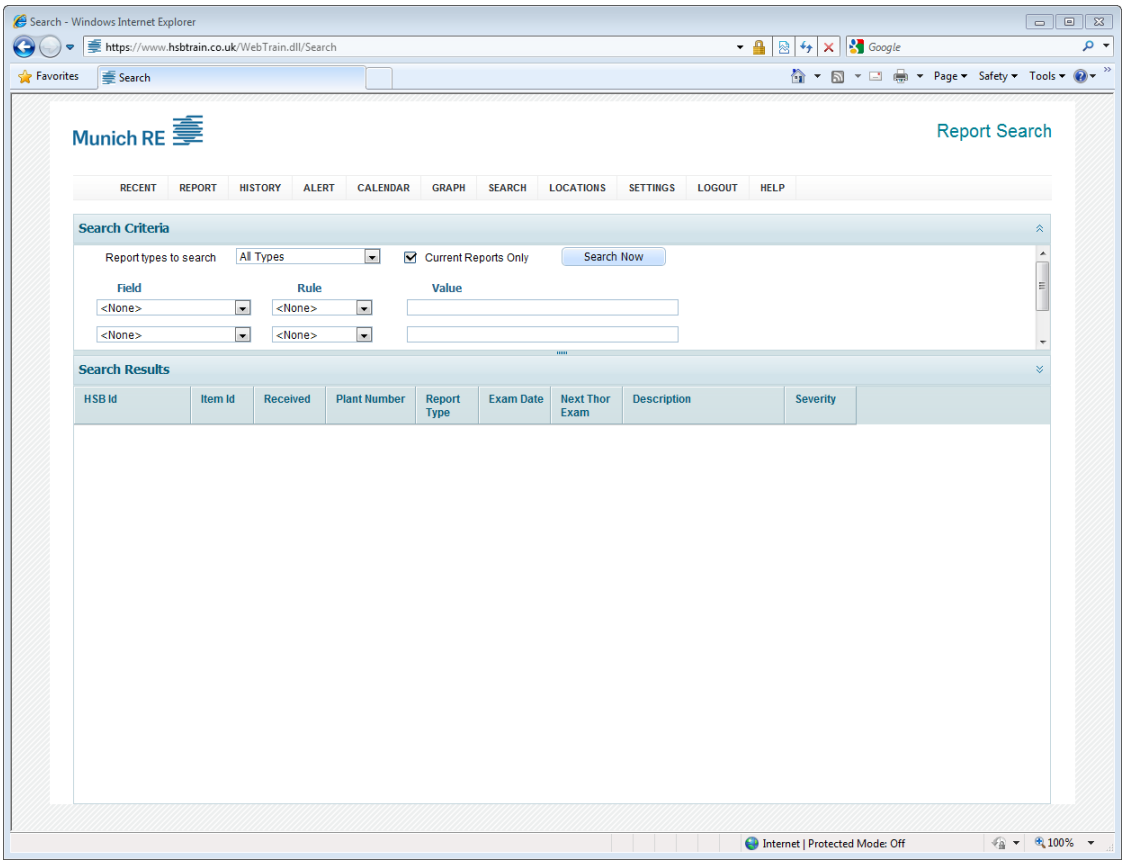
Part VII

7 Search

Search enables the creation of lists of reports that meet user-defined criteria.



By default, the **Current Reports Only** option is ticked. This means that only the most recently received report for each relevant item is included in the search results. To view every (historic as well as current) report that meets the search criteria, click into the **Current Reports Only** box to turn the option off.

Building a search

1. Select **Search** from the Menu Bar.
2. The Search screen will open as above.
3. Set the "Report Types to Search" from the drop-down list. The default setting is **All Types** but the full listing is:
   - All Types
   - Pressure Plant
   - Lifting Equipment / Lifts
   - Electrical
   - Local Exhaust Ventilation
   - Power Press
   - Not Availables
   - Written Schemes (PRESS)
   - Written Schemes (LOLER)

   Selecting any other type than All Types will restrict the returned search results to just one category of report.
4. Now build the search rules:

   i. Select the field to be searched from the drop-down menu in the left-hand box (**Field** box).
   ii. Select the appropriate criterion to be applied to the search from the drop-down list in the middle box (**Rule** box). NOTE: Depending on the field selected in the first box a criterion may automatically appear here. This can be amended if needed via the drop-down list.
   iii. Input the text to search for in the right-hand box (**Value** box).

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iv. Repeat steps i-iii in the other rows of the Search screen as required (a maximum of four rows of search terms is available).

5. Toggle the "Current Reports Only" tick box on/off as required.
6. Where more than one row of search criteria is constructed, the rows will by default be linked with an AND command (returning only those records where all criteria are met).
7. Click **Search Now** to display the results of the search.

Text field criteria

Fields that are text based (for example Item Id, Description, Location, Manufacturer etc) offer the following criteria:

- Contains
- Doesn't contain
- Is exactly
- Is not

For example, to search for reports containing the manufacturer name 'Craven':

1. Ensure "All Types" is selected in the Report Type field.
2. Select "Manufacturer" from the drop-down list in the **Field** box.
3. Select "Contains" from the drop-down list in the **Rule** box.
4. Input "Craven" in the **Value** box.
5. Click **Search Now** to display the results of the search.

Date field criteria

Fields that are date based (for example Next Thorough Date, Exam Date etc) offer the following criteria:

- Is before the
- Is after the
- Is on or before the
- Is on or after the
- Is the
- Is not the

To search for reports with an Exam date between 30 June 2009 and 31 December 2010:

1. Ensure "All Types" is selected in the Report Type field.
2. Select "Exam Date" from the drop-down list in the **Field** box.
3. Select "Is on or after the" from the drop-down list in the **Rule** box.
4. Input 30/6/09 in the **Value** box.
5. In the **Field** box of the second row, select "Exam Date" from the drop-down box.
6. Select "Is on or before the" from the drop-down list in the **Rule** box.
7. Input 31/12/10 in the **Value** box.
8. Toggle the "Current Reports Only" tick box on/off as required.
9. Click **Search Now** to display the results of the search.

Repairs by Severity

It is possible to search for repairs by severity. However, within Train, the severity of repairs detailed is stored as a number in the range 1 to 4. The numbers relate to degree of severity thus:

5 Immediate Repairs
4 Time qualified Repairs
3 Other identified defects
2 Observations
1 Clear

Criteria available on the Severity field are:

- Is less than
- Is greater than
- Is exactly

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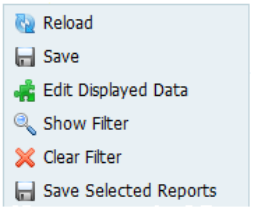
- Is not

For example, to search for immediate repairs listed on current reports:

1. Ensure "All Types" is selected in the Report Type field.
2. Select "Severity" from the drop-down list in the **Field** box.
3. Select "Is exactly" from the drop-down list in the **Rule** box.
4. Input "4" in the **Value** box.
5. Ensure "Current Reports Only" is ticked.
6. Click **Search Now** to display the results of the search.

Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
4. Click **Save**.

Edit Displayed Data

Edit Displayed Data allows the customisation of information presented on the report listing.

To add fields to a view:

1. Right-click in the Data Area.
2. Select "Edit Displayed Data" from the subsequent menu.
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4. Place/remove ticks against the field names as required.
5. Close the Customize Columns box (click the cross in the top right hand corner) to apply the changes.

Show Filter

The Show Filter option allows the creation of a filter against the fields displayed on the current screen.

Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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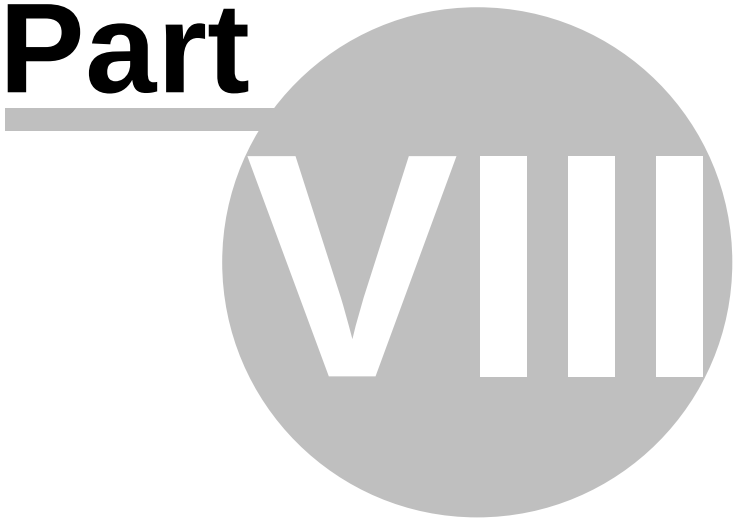
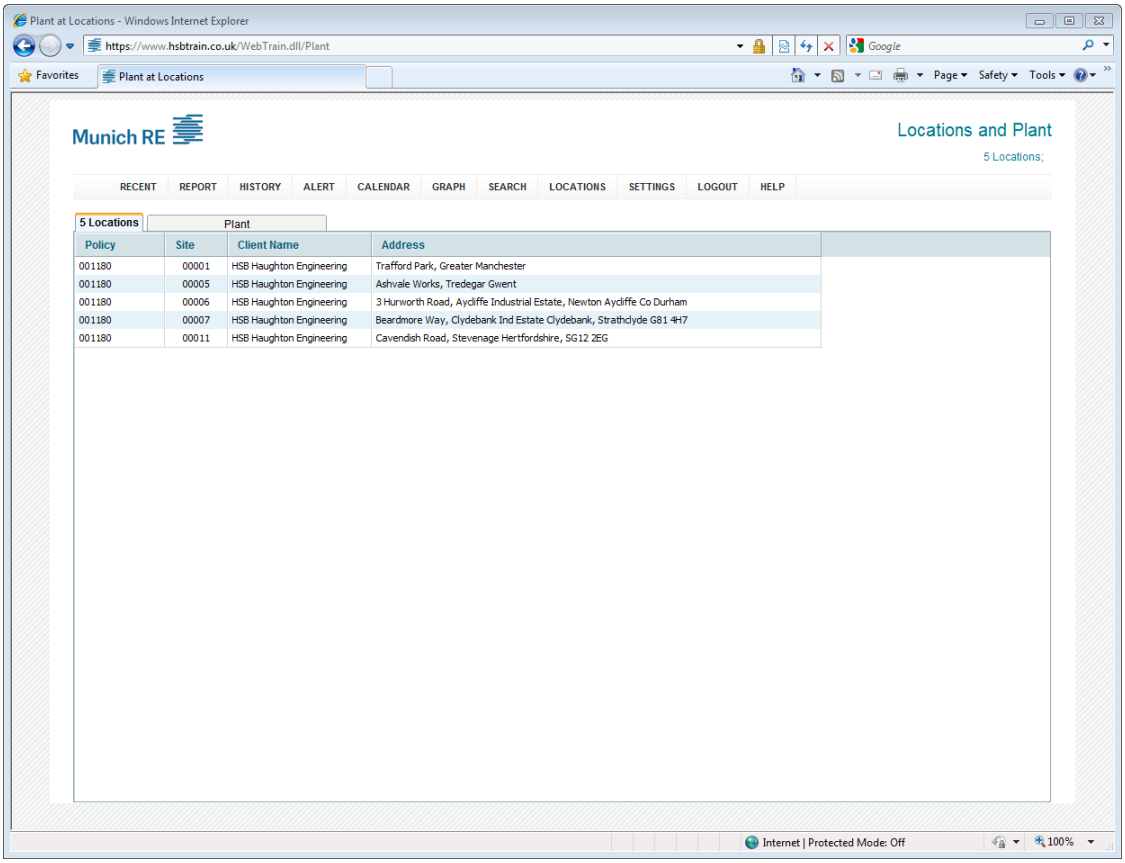
Locations



8 Locations

The Locations screen enables the viewing of reports for locations or policies.



The Locations tab provides a list of locations/companies divided up by policy number and Location ID. Double-click on a location row to display the relevant Plant tab which details the most recent report for each current item of plant at the selected location:

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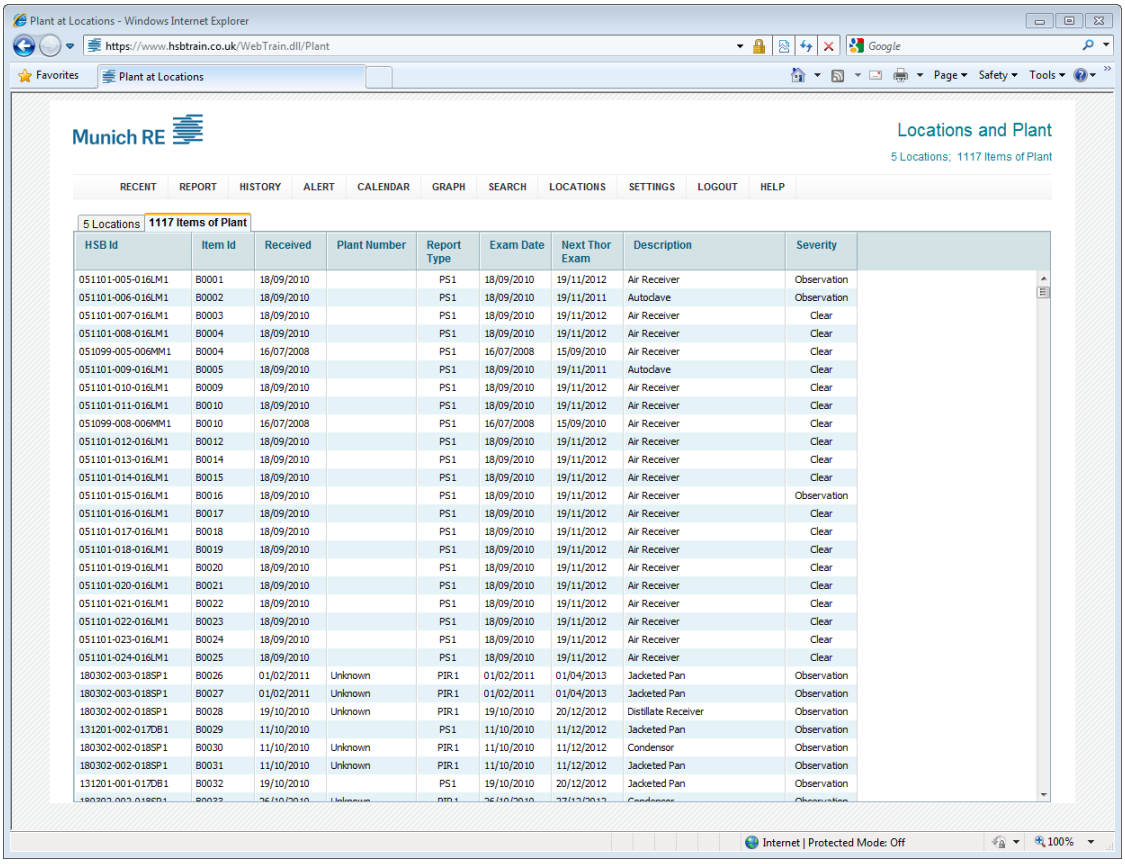

HSB Id	Item Id	Received	Plant Number	Report Type	Exam Date	Next Thor Exam	Description	Severity
051101-005-016LM1	B0001	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Observation
051101-006-016LM1	B0002	18/09/2010		PS1	18/09/2010	19/11/2011	Autoclave	Observation
051101-007-016LM1	B0003	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-008-016LM1	B0004	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051099-005-006MM1	B0004	16/07/2008		PS1	16/07/2008	15/09/2010	Air Receiver	Clear
051101-009-016LM1	B0005	18/09/2010		PS1	18/09/2010	19/11/2011	Autoclave	Clear
051101-010-016LM1	B0009	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-011-016LM1	B0010	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051099-008-006MM1	B0010	16/07/2008		PS1	16/07/2008	15/09/2010	Air Receiver	Clear
051101-012-016LM1	B0012	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-013-016LM1	B0014	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-014-016LM1	B0015	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-015-016LM1	B0016	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Observation
051101-016-016LM1	B0017	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-017-016LM1	B0018	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-018-016LM1	B0019	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-019-016LM1	B0020	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-020-016LM1	B0021	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-021-016LM1	B0022	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-022-016LM1	B0023	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-023-016LM1	B0024	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
051101-024-016LM1	B0025	18/09/2010		PS1	18/09/2010	19/11/2012	Air Receiver	Clear
180302-003-018SP1	B0026	01/02/2011	Unknown	PIR1	01/02/2011	01/04/2013	Jacketed Pan	Observation
180302-003-018SP1	B0027	01/02/2011	Unknown	PIR1	01/02/2011	01/04/2013	Jacketed Pan	Observation
180302-002-018SP1	B0028	19/10/2010	Unknown	PIR1	19/10/2010	20/12/2012	Distillate Receiver	Observation
131201-002-017DB1	B0029	11/10/2010		PS1	11/10/2010	11/12/2012	Jacketed Pan	Observation
180302-002-018SP1	B0030	11/10/2010	Unknown	PIR1	11/10/2010	11/12/2012	Condensor	Observation
180302-002-018SP1	B0031	11/10/2010	Unknown	PIR1	11/10/2010	11/12/2012	Jacketed Pan	Observation
131201-001-017DB1	B0032	19/10/2010		PS1	19/10/2010	20/12/2012	Jacketed Pan	Observation

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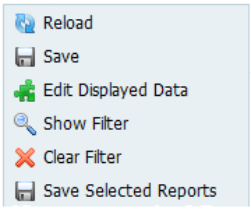
Report Listing

The Report Listing offers a number of options. Right-click in the Data Area to view the options menu:



Reload

This option forces the screen to refresh.

Save

To save the currently displayed report listing:

1. Right-click in the Data Area of the screen.
2. Select "Save" from the subsequent menu.
3. Navigate to the location in which the file is to be saved, select the appropriate file type from the drop-down list and set a file name.
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Edit Displayed Data

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To add fields to a view:

1. Right-click in the Data Area.
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4. Place/remove ticks against the field names as required.
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Show Filter

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Clear Filter

The Clear Filter option removes any filter that has been applied to the screen. An empty filter row will appear until the screen is refreshed.

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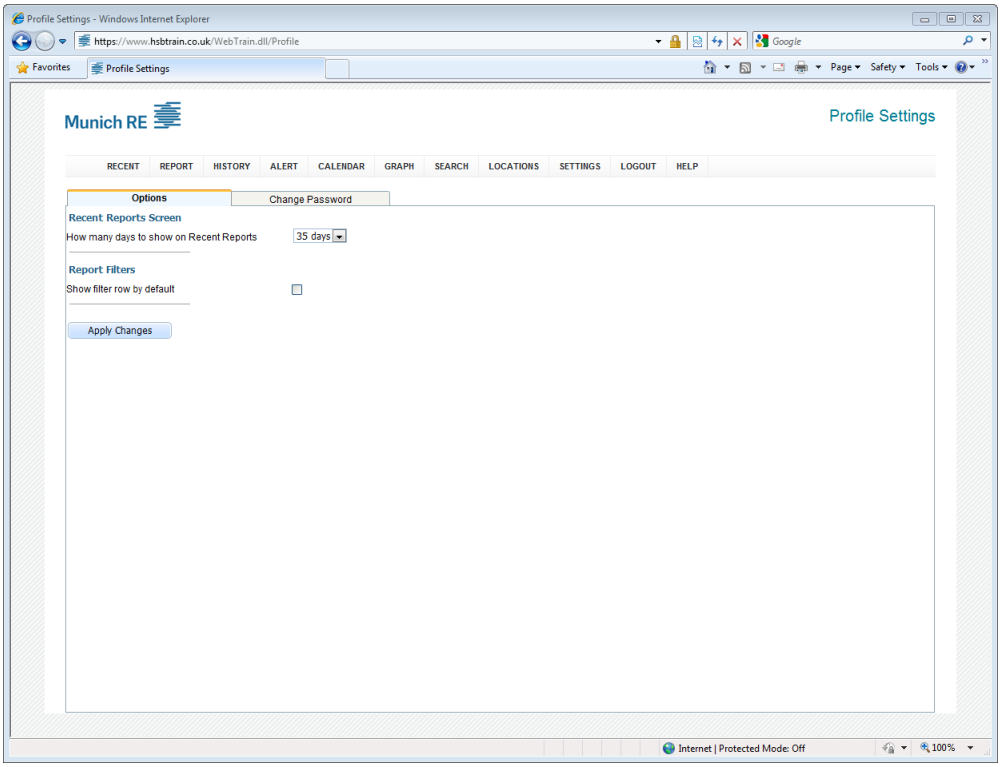
Part IX

9 Settings

Alterations to the user profile can be made via the Settings screen.



Options

The Options tab displays a list of features that can be customised:

Recent Reports Screen - select the required number of days history to display on the Report screen.
Report Filters - by default the filter row is hidden on each screen (accessible via the right-click menu options as required). To display the filter row by default, tick this option.

If any changes are made, click the Apply Changes button to save the profile. An 'Options Updated' message will display to confirm that the change has been applied.

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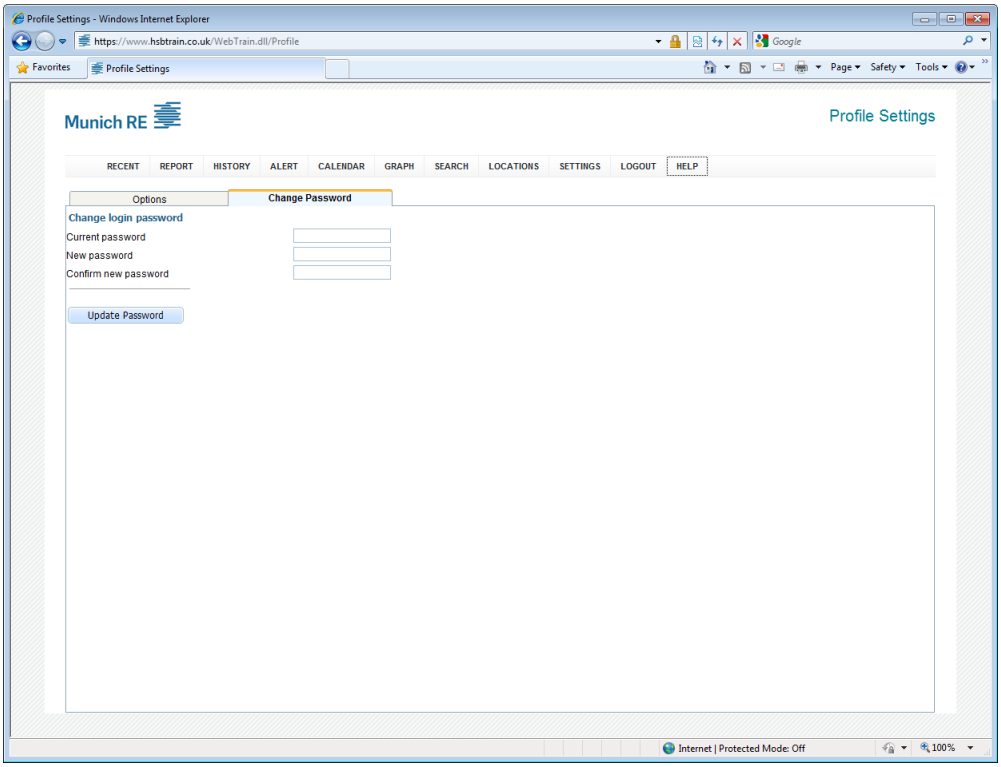
Change Password



The Change Password tab allows you to choose a new password for your login.

1. Input the current password into the **Current password** box.
2. Input the new password into the **New password** and **Confirm new password** boxes.
3. Click **Update Password**. (HINT: If the current password was input incorrectly or the two instances of the new password do not match an error message will display. Overtype the incorrect entry and click Updated Password again).

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